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## Appendix I

### **IOTC Regional Observer Programme: Procedure for requesting observer deployment:**

1. LSTLV operator – consults with carrier vessel operator (CVO) and decides on opportunity to tranship at sea. *Current practice indicates that this is done between one to two months before the carrier vessel will sail for a trip.*
2. LSTLV operator – informs flag State of name of LSTLV, carrier vessel name and date of transhipment. The form “Request for Observer Deployment” may be used for this purpose.

CVO should be encouraged to liaise directly with the contractor to ensure the efficient planning of observer deployment. CVO should complete a copy of the “Request for Observer Deployment” and forward it to the contractor which should serve **only** for planning purpose by the contractor, at [consortium@mrag.co.uk](mailto:consortium@mrag.co.uk)

3. Flag State – request observer deployment from the IOTC Secretariat for its LSTLV by completing the “Request for Observer Deployment” form. This may be submitted for individual LSTLV as and when the information is received by flag State or can be submitted for all LSTLVs of that flag State that will tranship to the named carrier vessel. Completed “Request for Observer Deployment” form to be sent to [transhipment@iotc.org](mailto:transhipment@iotc.org)
  4. IOTC Secretariat –
    - a. Verifies that carrier vessel is authorised to receive transhipment from listed LSTLVs:
    - b. Approves observer deployment and forward “Approval to Deploy Observer” form to contractor
    - c. Does not approve observer deployment and inform flag State of reason for not approving observer deployment e.g. carrier vessel not authorised etc.
  5. Contractor – for approved observer deployment, plans and deploys observer
  6. Observer –
    - a. Conduct pre-boarding inspection of transfer/carrier vessel to verify safety conditions
    - b. Boards transfer/carrier vessel if pre-boarding inspection is satisfactory
    - c. Boarding of transfer/carrier vessel is abandoned if pre-boarding inspection is not satisfactory
    - d. Observer onboard transfer/carrier vessel sends reports/updates to transhipment plan to contractor
  7. Contractor informs IOTC Secretariat of any changes in transhipment plan
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